



# 9<sup>th</sup> Annual Merrimack Fall Festival & Business Expo 2015

September 19, 2015 – 10am to 3pm

Merrimack High School

To register for a 10'x10' space at the Fall Festival & Business Expo, please complete this form and return with the required payment to: Town of Merrimack, ATTN: Fall Festival, 6 Baboosic Lake Road, Merrimack, NH 03054.

Checks are to be made out to: "Town of Merrimack" with "Fall Festival" listed on the memo section.

Since entertainment is being hired based on monies received, there will be NO refunds for any exhibitor if you cancel.

**All paperwork, instructions, etc. will be sent to the person and address listed here, so please help us out by being accurate and clear! Email is our main communication method so please be sure to provide an email address.**

Group / Business Name: \_\_\_\_\_

Representative / Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

\_\_\_\_\_

Please choose your desired venue (we will try our best to honor all requests):

☐ High School Cafeteria

☐ High School Gym

☐ High School Hallway/Lobby

☐ High School Parking Lot

Do you require electricity?

☐ Yes

☐ No

Please list any special requirements or requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Merrimack Fall Festival & Business Expo 2015

- ☐ **Inside Paid Exhibitor:** As an inside exhibitor, I understand the fee is \$50.00 if signed up prior to 8/1 and that the fee will increase to \$75.00 after that date until 8/31, which is the final registration deadline. I will be guaranteed a space inside on a first come first serve basis.
- ☐ **Outside Paid Exhibitor:** I understand the fee is \$25.00 if signed up prior to 8/1 and that the fee will increase to \$35.00 after that date until 8/31, which is the final registration deadline. There will be no refunds due to inclement weather.
- ☐ **Municipal Group / Non-profit Exhibitors:** As a municipal group, I understand that the fee will be waived for an outdoor space only. As a non-profit organization, I understand that the fee will be waived if I: (1) choose an outside venue and (2) provide one volunteer to assist with the Expo for a minimum of two hours during the day of the event. I understand that if I choose an inside venue, the Inside Paid Exhibitor rate will apply. Any questions, please contact David Shaw prior to submitting your commitment letter.

**INVOICE  
NEEDED**

*If an invoice is required to cut a check, please fax commitment letter to (603) 424-0461 and an invoice will be sent to you.*

☐ **PLEASE CHECK HERE IF INVOICE IS NEEDED**

*You will be mailed an invoice as soon as possible. Please keep in mind that you will not be registered and have a space reserved until the check is received and cashed.*

*Please initial each item below to confirm your understanding:*

- ☐ I commit to provide my own tables and fixtures and to make an effort to decorate with a fall theme. I understand that I must be completely set up by 9:30AM and my table must be fully staffed from 10:00AM to 3:00PM.
- ☐ I understand that space is not reserved until the commitment letter is received and a check is received and cashed, if applicable. All space assignments will be first come, first serve based on when payment is received.
- ☐ I understand that if I did not participate in the event in 2014 or if I have unsubscribed to the email distribution list for the Expo, in order to receive informational emails regarding the event, I must subscribe to the list by clicking the link to subscribe that is found on the Expo webpage at [www.merrimackexpo.com](http://www.merrimackexpo.com). This will be the only way the organizers will contact the group with important information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(For Town Use Only)

PAID: Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Check: ☐ Check # \_\_\_\_\_ OR Cash: ☐ Amount \$ \_\_\_\_\_